

CASE NO. 30-89

USA Today

[illegible]



Ken Dilanian
Reporter, Washington Bureau
1100 New York Avenue, NW
Washington, DC 20005-3934
(202) 906-8164

U.S. Joint Forces Command
FOIA Requestor Service Center (J024)
1562 Mitscher Avenue, Ste 200
Norfolk, VA 23551-2488
Phone: (757) 836-7138
Fax: (757) 836-5946

Re: Freedom of Information Act Request Letter

Dear FOIA Officer:

I am writing to request, under the FOIA, electronic copies of records relating to U.S. Joint Forces Command's use of the senior mentoring program involving retired officers. My request covers the period from January 1 2002 to the time you begin your search.

CAPT Jeff Bender, Director of Public Affairs, described the program as follows in an August 21, 2009 email to my colleague:

"Senior mentors are used for exercises, training, and concept development and experimentation-main mission areas for U.S. Joint Forces Command. USJFCOM receives 'Senior Mentor services' from various support contracts, including Joint Training, Joint Concept Development and Experimentation, and University Student/Faculty Services. USJFCOM leadership values the contributions and expertise of senior mentors, but their services are contracted under larger support contracts, not directly with the individual. USJFCOM is not a contracting activity and receives contract support from Fleet and Industrial Supply Center Philadelphia. Requests for information on specific contracts should be submitted to the Fleet and Industrial Supply Center Norfolk, Philadelphia Office contracting office."

I hereby request all non-classified USJFCOM records describing the roles or activities of senior mentors, and all non-classified written communications to and from senior mentors, including emails and memos. I intend my request to include, for example, agendas or logs of meetings attended by mentors; reports, letters or memos authored by mentors; and emails, notes written to and from mentors that exist on USJFCOM devices.

My request would also include documents written by USJFCOM personnel to contract support personnel requesting contracts or task orders involving senior mentoring services.

To aid your search, my understanding is that mentors have included, but are not limited to, the following:

Lt. Gen. Emil "Buck" Bedard, Lt. Gen. Thomas Burnette, Gen. Fred Franks, Gen. Gary Luck, Gen. Peter Schoomaker, Lt. Gen. Ricardo Sanchez, Lt. Gen. Paul Van Riper, Gen. Charles Wilhelm, Gen. Anthony Zinni.

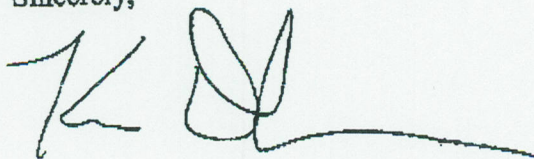
To the extent that classified or exempt material is mixed with non-exempt material, I ask that you redact the exempt portions and send me the rest, along with a citation for each exemption. I ask that you provide me the material in electronic form consistent with the law -- in searchable PDFs, for example.

As a member of the news media making this request as part of a news gathering process with the intent of publishing a story in the public interest, I request a fee waiver.

I ask that you fulfill this request in compliance with President Obama's Jan 21, 2009 executive order, which states:

"The Freedom of Information Act should be administered with a clear presumption: In the face of doubt, openness prevails...All agencies should adopt a presumption in favor of disclosure, in order to renew their commitment to the principles embodied in FOIA, and to usher in a new era of open Government. The presumption of disclosure should be applied to all decisions involving FOIA."

Sincerely,

A handwritten signature in black ink, appearing to be 'Ken Dilanian', with a long horizontal line extending to the right.

Ken Dilanian
USA Today

Staff Action #J02-0736U-09 (Agency Action)					
Subject: Freedom of Information (FOIA) request		Submitted: 9/16/2009 09:53			
Classification: UNCLASSIFIED		Suspense: 9/25/2009 10:00			
Priority: Not Applicable		Closed:			
Commander's Interest: Not Applicable		Originator: J02	Type: Staff Work		
Originating Source(s): •Unspecified					
Lead: J024	Support:	• SOCJFCOM • JUAS • ORTA • JPASE • J004 • JCSE • JCOA • JFIIT • JSIC • J02SP • J6 • J02T • J02SM • J02F • J02BM • J023 • J02M • J00P • J00IG • J005 • J02HQ • J02H • J00 • J5 • J3/4 • J2 • J1 • JIWC • J02 • J02G • J02KM • J02HR • J02R • WLO • J01 • JWAC • JRD • JPRA • JTC-I • JECC (JCSE/JPASE) • J9 • J8 • JDTC • JID (FORSCOM) • J7			
Approval Level: AO	Release Authority: Not Applicable	Approval Authority:	Not Applicable		

Executive Summary
<p>Background:</p> <p>A Freedom of Information (FOIA) request has been received from the media seeking all records relating to USJFCOM's use of the senior mentor program involving retired officers. The request covers the period from January 1 2002 to the date of this tasker. All Directorates are to conduct a search, collect and provide any and all records whether they are in electronic or hard copy form, to include e-mails. Any records which pertain to this request are to be retained and not deleted, destroyed or otherwise disposed of and are to be submitted to J024 without redaction for review by Legal, J00L. Determinations as to releasability of records will be made by the Command Group after Legal review has been completed.</p> <p>Lead-Supported: Jeanne Yeager, J024, 836-(b)(6) FOIA Coordinator</p> <p>Supporting:</p> <p>All Directorates and Special Staff</p> <p>Coordinating Instructions: None.</p> <p>Attachments:</p>

Response from Assigned Agencies					
Agency	Result	Status	Reviewer	Date	Comments
J00		Sent to POC			
J004		Sent to POC			
J005		Sent to POC			
J00IG		Sent to POC			
J00P		Sent to POC			
J01		Sent to POC			
J02		Sent to POC			
J023		Sent to POC			
J024		Sent to POC			

J02BM		Sent to POC			
J02F		Sent to POC			
J02G		Sent to POC			
J02H		Sent to POC			
J02HQ		Sent to POC			
J02HR		Sent to POC			
J02KM		Sent to POC			
J02M		Sent to POC			
J02R		Sent to POC			
J02SM		Sent to POC			
J02SP		Responded	(b)(6) (AO)	09/16/09 10:02	negative input
J02SP	Completed	Responded	(b)(6) (Reviewer)	09/16/09 10:03	negative input
J02T		Sent to POC			
J1		Sent to POC			
J2		Sent to POC			
J3/4		Sent to POC			
J5		Sent to POC			
J6		Sent to POC			
J7		Sent to POC			
J8		Sent to POC			
J9		Sent to POC			
JCOA		Sent to POC			
JCSE		Sent to POC			
JDTC		Sent to POC			
JECC (JCSE/JPASE)		Sent to POC			
JFIIT		Sent to POC			
JID (FORSCOM)		Sent to POC			
JIWC		Sent to POC			
JPASE		Sent to POC			
JPRA		Sent to POC			
JRD		Sent to POC			
JSIC		Sent to POC			
JTC-I		Sent to POC			
JUAS		Sent to POC			
JWAC		Sent to POC			
ORTA		Sent to POC			
SOCJFCOM		Sent to POC			
WLO		Sent to POC			

Response from Assigned Info Agencies					
Agency	Status	Reviewer	Date	Comments	
No Info Agency Reviews					

(b)(2) & (b)(6)

How to Search for a File or Folder on your Computer or Network Drive

To search for a file or folder:

1. Click **Start**, and then click **Search**.
2. In the **Search Companion** dialog box, click **All files and folders**.
3. Type part or all, of the name of the file or folder, or type a word or phrase that is in the file.
4. In the **Look in** box, click the drive or drives, folder, or network location that you want to search.
5. Choose one of the following options:
 - a. Click **When was it modified** to look for files that were created or modified on or between specific dates.
 - b. Click **What size is it** to look for files that are specific size.
 - c. Click **More advanced options** to specify additional search criteria.
1. Click **Search**.

How to Search for Emails in Outlook 2003

1. Click **Tools**, and then go to **Find** then click **Advanced Find...**
2. On the **Messages** tab you can choose different search locations via the **In:** dropdown. Also you can choose the **From** and **Sent To** boxes by putting in the name you are looking for.
3. The **More Choices** tab gives you more options to fine tune your search.
4. The **Advanced** tab provides even more in-depth search functions that can be utilized if necessary.

How to Search for Emails in Outlook 2007

5. Click **Tools**, **Instant Search** - then click **Advanced Find...**
6. On the **Messages** tab you can choose different search locations via the **In:** dropdown. Also you can choose the **From** and **Sent To** boxes by putting in the name you are looking for.
7. The **More Choices** tab gives you more options to fine tune your search.
8. The **Advanced** tab provides even more in-depth search functions that can be utilized if necessary.

(Certification Applicable to Offices Identified as Having Responsive Records)

Code
FOIA 30-09
Date

MEMORANDUM FOR USJFCOM FOIA OFFICER (J024)

Subject: Certification of Completion of Search in Response to USA Today FOIA Request 30-09

1. I certify that a thorough search was conducted to locate electronic and hard copy records responsive to the above-named FOIA request and as required by Tasker J02-XXXX-10. The search covered the period 28 August 2009 back to 1 January 2002. The following keywords/search terms were used when conducting our search: *(provide list of all search terms used.)*
2. The following network accounts/drives/folders were searched: *(provide list of all personal or network accounts, shared drives and portals to include CDs and disks, if applicable. Applies to NIPRNET and SIPRNET)*
3. All files/safes were reviewed for responsive hard copy documentation.
4. The above search produced documentation responsive to the USA Today FOIA request and has been forwarded to the USJFCOM FOIA Repository as required by the above tasker. Any documentation discovered during any subsequent related or unrelated searches will be forwarded to the repository as required.
5. I am satisfied that all potential record storage areas were searched and all records/ electronic records discovered during this search were produced as required and in compliance with this FOIA request.

INDIVIDUAL THAT CONDUCTED SEARCH
Signature Block

(Certification Applicable to Offices Identified as Not Having Responsive Records)

Code
FOIA 30-09
Date

MEMORANDUM FOR USJFCOM FOIA OFFICER (J024)

Subject: Certification in Response to USA Today FOIA Request #30-09

1. In response to the above FOIA request and Tasker J02-XXXX-10, (Code) personnel were contacted and asked to verify their participation/non-participation with USJFCOM senior mentors. It has been determined that (Code) does not participate in or communicate with USJFCOM senior mentors or their activities and would therefore not have any records responsive to USA Today's FOIA request.
2. (Code) is submitting a negative response having any record holdings. If any documentation is discovered during any subsequent related or unrelated searches, (Code) will notify the FOIA Officer (J024) or J00L Legal and forwarded the documentation to the JFCOM FOIA Repository as required.
5. I am satisfied that (Code) has provided an affirmative response regarding our participation in or possession of any record holdings and have fully complied with this FOIA request.

COMMANDER/DIRECTOR
Signature Block



DEPARTMENT OF DEFENSE
JOINT TRANSFORMATION COMMAND - INTELLIGENCE
7941 BLANDY RD SUITE 100
NORFOLK, VIRGINIA 23551-2498

J201
Ser 9U/
24 Sep 2009

MEMORANDUM FOR COMMANDER U.S. JOINT FORCES COMMAND (RECORDS
MANAGEMENT OFFICE - J024)

Subject: Freedom of Information Act (FOIA) Request for USA Today

1. Per reference (a), consultation with the J2/JTC-I Training Officer and a comprehensive search of all classified and unclassified holdings, systems and networks was conducted.
2. No records meet the FOIA request.
3. Point of contact is Mr. (b)(6) at (757) 836-(b)(6) or (b)(6)

(b)(6)
(b)(6)
Captain, U.S. Navy
Deputy Commander

Reference:

- a. J02 Tasker #J02-0736U-09 of 16 September 2009

REQUEST INFORMATION SHEET				SEE INSTRUCTIONS ON BACK	
TO: J024		1. TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> APPEAL		This form is to be used for recording disclosure/non-disclosure determination associated with processing a Freedom of Information or Privacy request.	
2. CASE NO.		3. RECORD PROVIDED TO PROPONENT FOR REVIEW? <input type="checkbox"/>			
5. - 8. RECORD DESCRIPTIONS				4. COMPONENT SEARCH RESULTS <input type="checkbox"/> RECORD FOUND <input checked="" type="checkbox"/> NO RECORD	
5.a. DATE (YYYYMMDD)	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE		
c. TYPE		e. ORIGINATOR			
6.a. DATE (YYYYMMDD)	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE		
c. TYPE		e. ORIGINATOR			
7.a. DATE (YYYYMMDD)	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE		
c. TYPE		e. ORIGINATOR			
8.a. DATE (YYYYMMDD)	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE		
c. TYPE		e. ORIGINATOR			
9a. ACTION TAKEN BY COMPONENT				b. ADDRESSEE	
<input type="checkbox"/> GRANT IN FULL <input type="checkbox"/> DENY <input type="checkbox"/> TRANSFER TO: <input type="checkbox"/> GRANT IN PART <input type="checkbox"/> NO OBJECTION TO DISCLOSURE					
10. EXEMPTIONS INVOLVED FOR DENIALS (See 5 USC 552, 5 USC 552a, DoD Regulation 5400.7-R, and DoD Regulation 5400.11-R)					
11. RATIONALE FOR DENIAL					
12. REMARKS USA Today requested all records relating to USJFCom's use of the "Senior Mentor Program" Consultation with the J2/JTC-1 Training Officer and a comprehensive search of all classified and unclassified holdings was conducted. No records were found which were responsive to the request.					
13. COORDINATION					
a. NAME (Last, First, Middle Initial)	b. OFFICE SYMBOL	c. TELEPHONE NO.	d. CONCUR	e. NON-CONCUR	
(b)(6)	(b)(6) Training Officer	757-836-(b)(6)	X		
14. ACTION OFFICER					
a. NAME (Last, First, Middle Initial)	b. RANK	c. TITLE	d. SIGNATURE	e. OFFICE TELEPHONE NUMBER	
(b)(6)	1A03	FOIA Coordinator	(b)(6)	757-836 (b)(6)	
15. APPROVAL/DENIAL AUTHORITY					
a. NAME (Last, First, Middle Initial)	b. RANK	c. TITLE	d. SIGNATURE	e. DATE (YYYYMMDD)	
(b)(6)	Capt. O-6	Deputy Commander	(b)(6)	20090924	

(b)(6) IA03 JTC-I

To: (b)(6) CIV USJFCOM JTCI; (b)(6) CIV USJFCOM JTCI
Cc: (b)(6) IE Business Center
Subject: J02-0736U-09 Freedom of Information (FOIA) request

NEW FOIA request inbound

-----Original Message-----

From: (b)(6) [mailto:(b)(6)]
Sent: Wednesday, September 16, 2009 9:54 AM
To: (b)(6) CIV USJFCOM JTCI; (b)(6) CIV USJFCOM DO.DO3;
R. CIV USJFCOM DO.DO3; OM J2
Subject: New Staff Work[J02-0736U-09] Freedom of Information (FOIA) request

Your directorate has been assigned the following new tasker.

Subject: Freedom of Information (FOIA) request

Classification: UNCLASSIFIED
Submitted: 2009-09-16 09:53:59.0
Suspense: 2009-09-25 10:00:00.0
Priority: Not Applicable
Commander's Interest: Not Applicable
Lead: J024

Support: -SOCJFCOM -JUAS -ORTA -JPASE -J004 -JCSE -JCOA -JFIIT -JSIC -J02SP -J6 -J02T -
J02SM -J02F -J02BM -J023 -J02M -J00P -J00IG -J005 -J02HQ -J02H -J00 -J5 -J3/4 -J2 -J1 -
JIWC -J02 -J02G -J02KM -J02HR -J02R -WLO -J01 -JWAC -JRD -JPRA -JTC-I -JECC (JCSE/JPASE) -
J9 -J8 -JDTC -JID (FORSCOM) -J7

Background:

A Freedom of Information (FOIA) request has been received from the media seeking all records relating to USJFCOM's use of the senior mentor program involving retired officers. The request covers the period from January 1 2002 to the date of this tasker. All Directorates are to conduct a search, collect and provide any and all records whether they are in electronic or hard copy form, to include e-mails. Any records which pertain to this request are to be retained and not deleted, destroyed or otherwise disposed of and are to be submitted to J024 without redaction for review by Legal, J00L. Determinations as to releasability of records will be made by the Command Group after Legal review has been completed.

Lead-Supported:

Jeanne Yeager, J024, 836-(b)(6) FOIA Coordinator

Supporting:

All Directorates and Special Staff



DEPARTMENT OF DEFENSE

COMMANDER
U.S. JOINT FORCES COMMAND
1562 MITSCHER AVENUE SUITE 200
NORFOLK, VA 23551-2488

copy

IN REPLY REFER TO:

J02
FOIA #30-09
25 Sep 09

Mr. Ken Dilanian
Reporter, Washington Bureau
USA Today
1100 New York Avenue, NW
Washington, DC 20005-3934

Subject: Freedom of Information Act Requester Letter

Dear Mr. Dilanian,

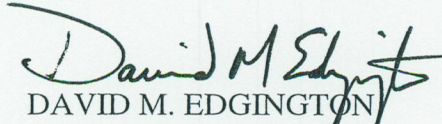
This is an interim response to your Freedom of Information Act (FOIA) request forwarded and received on 28 August 2009. Your request has been assigned the case number indicated above and we ask that you use that number when referring to your request. Your letter requests all non-classified USJFCOM records describing the roles or activities of senior mentors, and all non-classified written communications to and from senior mentors, including emails and memos and to also include agendas or logs of meetings attended by mentors; reports, letters or memos authored by mentors; and emails, notes written to and from mentors that exist on USJFCOM devices and documents written by USJFCOM personnel to contract support personnel requesting contracts or task orders involving senior mentoring services.

On 23 September 2009, U.S. Joint Forces Command (USJFCOM) forwarded you preliminary documentation relating to your request that included a letter from General James N. Mattis, Commander, USJFCOM providing background information regarding our senior mentoring program along with two attachments listing our senior mentors and corresponding contract information and the Performance Based Work Statement for USJFCOM JWFC Support Team. This was to provide initial documentation to offer insight into the establishment and administration of our senior mentoring program in support of USJFCOM. You indicated in your response that you wish to proceed with your request as written.

Please note that we will be unable to respond within the FOIA's 20-day statutory time period as well as the additional 10 days permitted under the FOIA, as there are unusual circumstances which impact on our ability to quickly process your request. These unusual circumstances are: (a) the need to search for and collect records from multiple facilities geographically separated from this Office; (b) the potential volume of records responsive to your request; and (c) the need for consultation with one or more other agencies or components having a substantial interest in either the determination or the subject matter of the records. For these reasons, your request will require complex processing and will be worked in the order the request was received.

To enable us to respond more quickly to your request, you may wish to reformulate your request to reduce the amount of time required to complete our consultations and subsequent review of these records. (DoD 5400.07-R, Paragraph C1.5.4. <http://www.dtic.mil/whs/directives/corres/pdf/540007r.pdf>). If you desire to reformulate your request to narrow the scope of records being requested, you must submit an amended request in writing which describes the specific records that would satisfy your information needs.

Questions may be directed to the USJFCOM FOIA Officer, Ms. Jeanne Yeager, at telephone (757) 836-7138.


DAVID M. EDGINGTON
Major General, U.S. Air Force
Chief of Staff

Attachment:

Your request letter dated 28 August 2009

Fax Call Report

1

USJFCOM J024
757-836-5946
2009-Aug-28 11:31 AM

Job	Date/Time	Type	Identification	Duration	Pages	Result
315	2009-Aug-28 11:30 AM	Receive	(b)(6)	0:38	2	Success

*8/28/09 - Called Mr. Delanian to let him know &
did receive his fax. Jyeag*



DEPARTMENT OF DEFENSE

COMMANDER

U.S. JOINT FORCES COMMAND
1562 MITSCHER AVENUE SUITE 200
NORFOLK, VA 23551-2488

FILE
COPY

IN REPLY REFER TO:

J02

12 APR 2010

Mr. Ken Dilanian
Reporter, Washington Bureau
USA Today
1100 New York Avenue, NW
Washington, DC 20005-3934

Dear Mr. Dilanian,

This is U.S. Joint Forces Command's (USJFCOM) second interim response to your Freedom of Information Act (FOIA) request, dated August 28, 2009, and your modification of that request via email dated October 5, 2009, in which you seek records related to USJFCOM's senior mentor program. USJFCOM continues to search for, collect and review responsive records; however, in accordance with my previous letter dated October 8, 2009, we will continue to ensure complete transparency by providing you with requested FOIA documents incrementally as they are processed.

This is a partial release of copies of the requested records. The redacted portions are withheld under Exemption 6. Exemption 6 pertains to information the release of which would constitute a clearly unwarranted invasion of the personal privacy of a third party.

If you have any questions regarding this interim response, please do not hesitate to contact us directly. Please also be advised that you have the right to appeal this response as to the exempted information. Your appeal must be in writing and addressed to Director, Defense Freedom of Information Policy Office, 1155 Defense Pentagon, Washington, D.C. 20301-1155. The appeal must be received in that office within 60 calendar days from the date of this letter to be considered. A copy of this letter should be attached to your appeal, along with a statement regarding why your appeal should be granted. It is recommended that the letter of appeal and the envelope both bear the notation: "Freedom of Information Act Appeal."

Consistent with our previous response, fees have been waived.

Thank you for your continued patience, and please let me know if you have any questions regarding the attached documents. If you have any questions concerning this matter, please do not hesitate to contact me via Ms. Kathleen Jabs at (757) 836-6553.

DAVID M. EDGINGTON
Major General, U.S. Air Force
Chief of Staff

Attachment:
Responsive Records (Redacted) (87 Records)

From: Dilanian, Ken [mailto:kdilania@usatoday.com]
Sent: Monday, October 05, 2009 10:38 AM
To: Edgington, David M. Maj Gen USJFCOM J02
Cc: Vanden Brook, Tom
Subject: RE: Request for Information-1 Oct 09

Gen. Edgington,

Thanks again for hosting us last week -- it was a memorable day. As we discussed, I am writing to substantially narrow my FOIA request(#30-09) to address the issues you raised about the volume of records. It's my hope that this will allow your staff to more expeditiously process the request.

1. I hereby narrow the period of my request to encompass records from Jan. 1 2008 forward.

2. In terms of email communications referencing mentors, I hereby amend my request to seek only those communications referencing Emil "Buck" Bedard, with the exception of the subject listed in item 4 below.

3. Regarding logs and agendas, what I'm looking for here are the non-classified written schedules of the sessions and exercises, to give us an idea, beyond what we saw last week, of what the mentoring entails. Those would satisfy my request for "records describing the roles and activities of senior mentors."

4. I seek any communication from a mentor, written or electronic, that references his business interests. For example, a record in which a mentor discussed a potential conflict of interest involving a company he represents or asked to recuse himself from a particular session. Or any financial disclosure made by a mentor. I have the impression from our discussions that this has not happened, but in case it has, I want to be sure my request includes it.

Thanks very much. If you have any suggestions for further tweaks to make this more clear and/or solve a problem that might bog it down, please don't hesitate to contact me at 202 906 8164.

Sincerely,

Ken Dilanian
USA Today

Staff Action #J02-0167U-10 (Agency Action)				
Subject:	Freedom of Information Act (FOIA) Request from USA Today			Submitted: 10/2
Classification:	UNCLASSIFIED			Suspense: 10/5
Priority:	Not Applicable			Closed:
Commander's Interest: Not Applicable		Originator: J02	Type: Staff Work	
Originating Source(s): •Other				
Lead: J024	Support:	• SOCJFCOM • JUAS • JPASE • J004 • JCSE • JCOA • JFIIT • JSIC • J6 • J02SM J00P • J00L • J005 • J00 • J5 • J3/4 • J2 • J1 • JIWC • J02 • JLA • J01 • JWAC • JR JTC-I • JECC (JCSE/JPASE) • J9 • J8 • JDTC • JID (FORSCOM) • J7		
Approval Level: O6	Release Authority: COS			Approval Authority: Not

Executive Summary

Background:

On 28 August 2009, USJFCOM received a Freedom of Information Act (FOIA) request from USA Today reporter Ken Dilanian ("requester") requesting copies of all non-classified USJFCOM records relating to "USJFCOM's use of the senior mentor program involving retired officers" during the time period 1 January 2002 to 28 August 2009 (Attachment 1). In particular, the requester is seeking the following USJFCOM records:

- All non-classified USJFCOM records describing the roles or activities of senior mentors, and all non-classified written communications to and from senior mentors, including e-mails and memos." This includes all "agendas or logs of meetings attended by mentors; reports, letters or memos authored by mentors; and e-mails, notes written to and from mentors that exist on USJFCOM devices." and

- All "documents written by USJFCOM personnel to contract support personnel requesting contracts or task orders involving senior mentoring services."

The requester provided a brief list of mentors which is not all inclusive. Attached to this tasker is a complete list of USJFCOM senior mentors to date, which should be referenced in your search for documentation (Attachment 2). Be advised the list may be subject to change.

Classified documents that contain non-classified information which is responsive to this request must also be reviewed. The classified material along with any other unrelated information will be redacted with the appropriate exemptions applied. Directorate SMEs can expect to assist in this review process.

USJFCOM began initial response/search on 28 August 2009. On 23 September 2009, Commander, USJFCOM forwarded the requester an interim response providing information about our senior mentors and senior mentor program. We will continue, however, to process the FOIA request as required by 5 USC 552.

To provide further clarification, "Senior mentor" refers to any retired flag or general officer or other significant former government official or recognized scholar used for exercises, joint training, joint concept development and experimentation, or special interest research/studies/analysis that is employed under a support contract (i.e., JST, GD, ODU or any other similar contracting vehicle).

"Record" refers to any written document or communication, including e-mails, that involves a senior mentor, including communications to and from senior mentors and USJFCOM personnel. This includes records that reflect agendas or logs of meetings that senior mentors attended; reports, letters or memos authored by senior mentors; itineraries, country clearances and travel logs; and all records of senior mentor services/activities provided under and related to the primary contracting vehicles for senior mentor services and any other similar contracting vehicle related to senior mentors in the 2002-2009 timeframe.

"USJFCOM devices" shall refer to any electronic or physical record storage area or equipment.

A list of the primary contracting vehicles and other similar contracting vehicles related to senior mentor services/activities during the 2002-2009 timeframe are also attached and should be referenced in your searches.

(Attachment 2)

(b)(6)

10/2/2009

Lead-Supported:Phase 1: (Lead: J024).

1. J6 has established, on both the NIPR and SIPR, FOIA mailboxes to receive all responsive records collected and forwarded for review pursuant to this tasker. Email all email, attachments, and documents and scanned copies of paper documents to J (b)(2) & (b)(6) or J (b)(2) & (b)(6). The email "Subject Line" must include the following terms" FYXX Name of Senior Mentor (e.g., FY09 Jenkins)

Phase 2: (Lead: J00L)

Upon receipt of responsive records via the JFCOM FOIA repository site, USJFCOM Legal (J00L), in coordination with J024, will review all submitted records to determine whether they are legally required to be released under FOIA or whether any FOIA exemptions apply. J02BM will also review appropriate records to determine cost estimate information, and J02SM and directorate SME's may be asked to coordinate any necessary reviews of classified information. Upon completion of required reviews, J00L will provide the USJFCOM Command Group with recommendations on which records must be released, along with recommendations and justification for any records that may legally be withheld or redacted.

Supporting:

J00, J01, J02, J5, J6, J7, J8, J9, JIWC, JWAC, CAG, J02BM, CAMO, J00L, J00P, J02SM and Senior Mentors listed in Attachment 2

1. Supporting Directorates, Staff Sections or Subordinate Commands and senior mentors listed above are identified as offices having records that would most likely have responsive records. A thorough search shall be conducted of all hard-copy, electronic, or other stored files and records. Record search and collection will begin with FY 09 records (1 Jan 09 through 28 Aug 09) and work back by each FY ending 1 Jan 02. The search must include any and all records as described in the requester's letter and restated in this tasker. All records which pertain to or reference any information on, or communication with, the senior mentors as described in the requester's letter are to be retained in their original form without deletion, redaction, or destruction and are to be submitted in electronic format. Hard copy documents will be scanned and sent electronically. Instructions for emailing the responsive documentation are outlined below under Phase 1. Attachment 3 provides instruction on how to conduct an electronic search. Strict adherence to these instructions is mandatory for successful collection.

2. Supporting Directors, Special Staff leads and Subordinate Commanders identified above will establish a single point of contact (POC) to work with J02BM/CAMO, J024, J00L and J6 to accomplish this tasking. Supporting Directors, Special Staff leads and Subordinate Commanders will electronically email all responsive records (email, scanned copies of hard documents and other electronic documents (Word, Excel, PowerPoint, PDF, etc.) saved on personal/shared folders - both classified and unclassified- for review regardless of whether they contain information which Directorate personnel believe may be "sensitive" or not desirable for public release. Any records deemed to contain PII must be sent encrypted. Records will be reviewed in Phase 2 of this tasking to determine whether they are releasable under FOIA. Any Directorates and Subordinate Commands who operate and maintain or receive their network/Email services from other than USJFCOM J6 are required to perform separate scans and/or coordinate with their respective service provider in addition to their searches on the USJFCOM J6 controlled network.

- Hard Copy Documents: All Supporting Directors, Special Staff leads and Subordinate Commanders will ensure a thorough and comprehensive search for all hard copy records, as identified above. All responsive records will be

(b)(6)

scanned and emailed to the (b)(6) / email box (NIPR and SIPR).

- All time invested in responding to this FOIA request will be captured in SLDCADA, using the Common Project (FOIA USA Today) established for this purpose.

3. Upon completion of a search, a certification letter will be signed by the individuals conducting the searches and returned to the J024 FOIA Officer for retention (Attachment 4). Certifications will indicate keywords used and all areas where their searches were conducted on the NIPRNET and SIPRNET.

4. Directors, Special Staff leads and Subordinate Commanders not identified above are also required to verify with their personnel whether records responsive to this request would exist in their office codes due to previous work exchanges with senior mentors or for any ongoing exchanges/involvement regardless of frequency. If records are determined to exist, respond to this tasker accordingly and notify J00L or J024. Offices who determine that they have no equities or responsive records as described in the requester's letter are to provide a negative response by completing the attached certification signed by their Commander/Director or Special Staff lead (Attachment 5).

Immediately notify the J024 FOIA Officer or J00L Legal if any documents are discovered during any subsequent searches.

5. All supporting Directors, Special Staff leads and Subordinate Commanders will submit a final written report to USJFCOM Deputy Chief of Staff, signed personally by the Director, Special Staff Principal, or Subordinate Commander, certifying that Phase 1 search efforts are complete and that all responsive records have been posted to the appropriate FOIA repository site. Until Phase 1 is complete, USJFCOM Directorates, Special Staff sections and Subordinate Commands with responsive records will provide J024 with biweekly updates, beginning on 9 OCT, identifying what fiscal year searches have been completed and responsive documents posted (working backwards), and estimating total number of pages posted, total number of pages remaining to be posted, and total time required to complete the Phase 1. Negative reports also required.

6. Suspense: Directorates will identify POC NLT 5 OCT. Directorate POCs will work directly with J6 POC to provide names and keywords to facilitate electronic search NLT 7 OCT. Plan of Actions and Milestones for completing this task will be established by the Chief of Staff NLT 31 OCT, based on the biweekly updates submitted by the Directorates on 9 OCT and 23 OCT, and on the advice of the Deputy Chief of Staff, the J00L, the J024, and the J6. If all Directorates have not completed the Phase 1 search and filing tasks by this time, the Chief of Staff will determine what, if any, interim products may be provided to the requestor.

Questions may be directed to USJFCOM Legal, Ms. Sandra Patterson-Jackson, 836-6416 and/or LTC Paul Brandau, 836-6415, or to the USJFCOM FOIA Officer, Ms. Jeanne Yeager, 836-7138.

Coordinating Instructions:

Attachments:

(b)(6)

Response from Assigned Agencies

Agency	Result	Status	Reviewer	Date	Comments
J00		Sent to POC			
J004		Sent to POC			
J005		Sent to POC			
J00L		Sent to POC			
J00P		Sent to POC			

(b)(6)

J01		Sent to POC			
J02		Sent to POC			
J024		Sent to POC			
J02BM		Sent to POC			
J02SM		Sent to POC			
J1		Sent to POC			
J2		Sent to POC			
J3/4		Sent to POC			
J5		Sent to POC			
J6		Sent to POC			
J7		Sent to POC			
J8		Sent to POC			
J9	Completed	Responded	(b)(6) (Reviewer)	10/02/09 14:47	J9 has identified Mr. (b)(6) (203- (b)(6)).
JCOA		Sent to POC			
JCSE		Sent to POC			
JDTC		Sent to POC			
JECC (JCSE/JPASE)		Sent to POC			
JFIIT	In Process	In Process	(b)(6) (b)(6) (Reviewer)	10/02/09 13:55	JFIIT POC is Ms. (b)(6) DSN 872-(b)(6) Ext (b)(6)
JID (FORSCOM)		Sent to POC			
JIWC		Sent to POC			
JLA		Sent to POC			
JPASE		Sent to POC			
JPRA		Sent to POC			
JRD		Sent to POC			
JSIC		Sent to POC			
JTC-I		Sent to POC			
JUAS		Sent to POC			
JWAC		Sent to POC			
SOCJFCOM	In Process	In Process	(b)(6) (b)(6) (Reviewer)	10/02/09 13:34	SOCJFCOM POC is (b)(6) 203- (b)(6)

Response from Assigned Info Agencies

Agency	Status	Reviewer	Date	Comments
No Info Agency Reviews				

Staff Action #J02-0208U-10 (Archived)			
Subject:	Freedom of Information Act (FOIA) request from USA Today		Submitted: 10/7/2009 17:14
Classification:	UNCLASSIFIED		Suspense: 10/8/2009 18:00
Priority:	Not Applicable		Closed: 1/20/2010 14:50
Commander's Interest: Not Applicable		Originator: J02	Type: Staff Work
Originating Source(s): •Other			
Lead: J00L	Support: • J004 • J6 • J02SM • J02BM • J024 • J00P • J00 • J5 • JIWC • J02 • J01 • JWAC • J9 • J8 • J7		
Approval Level: O6	Release Authority: Not Applicable		Approval Authority: Not Applicable

Executive Summary

Background:

On 05 Oct 2009, USJFCOM COS received a revised Freedom of Information Act (FOIA) request from USA Today reporter Ken Dilanian ("requester"). Mr. Dilanian's letter requests copies of specified non-classified USJFCOM records relating to "USJFCOM's use of the senior mentor program involving retired officers" during the revised time period 1 January 2008 to 28 August 2009 (Attachment 1). In particular, the requester is seeking the following USJFCOM records:

- All non-classified USJFCOM records describing the roles or activities of senior mentors. This includes all "agendas or logs and schedules" of the sessions and exercises that clearly describes what mentoring entails.
- Any communication, electronic or written in the relevant time period, wherein a senior mentor made a financial disclosure, referenced his business interests, discussed a potential conflict of interest with a company he/she represents, or asked to recuse himself/herself from working as Senior Mentor.

The search will include records, notes and emails written to and from senior mentors that exist on USJFCOM devices.

The requester provided a brief list of mentors which is not all inclusive. Attached to this tasker is a complete list of USJFCOM senior mentors to date, which should be referenced in your search for documentation (Attachment 2). Be advised the list may be subject to change.

Classified documents that contain non-classified information which is responsive to this request must also be provided via SIPR. The classified material along with any other non-responsive information will be redacted during Phase 2 of this tasker with the appropriate exemptions applied. Directorate SMEs can expect to assist in this review process.

To provide further clarification, "Senior mentor" refers to any retired flag or general officer or other significant former government official or recognized scholar used for exercises, joint training, joint concept development and experimentation, or special interest research/studies/analysis that is employed under a support contract (i.e., JST, GD, ODU or any other similar contracting vehicle). "Record" refers to any written document or communication, including e-mails, that involves a senior mentor, including communications to and from senior mentors and USJFCOM personnel. This includes records that reflect agendas or logs of meetings that senior mentors attended; reports, letters or memos authored by senior mentors; itineraries, country clearances and travel logs; and all records of senior mentor services/activities provided under and related to the primary contracting vehicles for senior mentor services and any other similar contracting vehicle related to senior mentors in the 1 Jan 2008- 28 August 2009 timeframe.

"USJFCOM devices" shall refer to any electronic or physical record storage area or equipment.

A list of the primary contracting vehicles and other similar contracting vehicles related to senior mentor services/activities during the 2008-2009 timeframe are also attached and should be referenced in your searches. (Attachment 2)

Lead-Supported:

Phase 1: (Lead: J024).

1. J6 has established, on both the NIPR and SIPR, FOIA mailboxes to receive all responsive records collected and forwarded for review pursuant to this tasker. Email all responsive email, attachments, and documents, and scanned copies of paper documents to JFCOM_FOIA_Repository@JFCOM.mil or JFCOM_FOIA_Repository@JFCOM.smil.mil <mailto:FOIA_Repository@JFCOM.smil.mil>. The email "Subject Line" must include the following terms" FYXX Name of Senior Mentor (e.g., FY09 Jenkins)

2. All FO/GO email and records will be reviewed by their respective executive assistant or Chief of staff to ensure full disclosure and transparency of information. USJFCOM email accounts provided to senior mentors will be searched by either the Chief of Staff of the directorate for whom they primarily work, or, if directed by the USJFCOM Chief of Staff, the USJFCOM Inspector General office. The J-6 will provide a list of all senior mentors with JFCOM email accounts and the current size of the account.

Phase 2: (Lead: J00L)

Upon receipt of responsive records via the JFCOM FOIA repository site, USJFCOM Legal (J00L), in coordination with J024, will review all submitted records to determine whether they are legally required to be released under FOIA, or whether any FOIA exemptions apply. J02BM will also review appropriate records to determine cost estimate information, and J02SM and directorate SME's may be asked to coordinate any necessary reviews of classified information. Upon completion of required reviews, J00L will provide the USJFCOM Command Group with recommendations on which records must be released, along with recommendations and justification for any records that may legally be withheld or redacted.

Supporting:

J00, J01, J02, J5, J6, J7, J8, J9, JIWC, JWAC, CAG, J02BM, CAMO, J00L, J00P, J02SM

1. Supporting Directorates, Staff Sections or Subordinate Commands listed above are identified as offices that would most likely have responsive records. A thorough search shall be conducted of all hard-copy, electronic, or other stored files and records. Record search and collection will begin with FY 09 records (1 Oct 08 through 28 Aug 09) and work back to FY 08 records covering time period from 30 Sep 08 to 1 Jan 08. The search must include any and all records as described in the requester's letter and restated in this tasker. All records which pertain to or reference any information on, or communication with, the senior mentors as described in the requester's letter are to be retained in their original form without deletion, redaction, or destruction and are to be submitted in electronic format. Hard copy documents will be scanned and sent electronically. Instructions for emailing the responsive documentation are outlined below under Phase 1. Attachment 3 provides instruction on how to conduct an electronic search. Strict adherence to these instructions is mandatory for successful collection.

2. Supporting Directors, Special Staff leads and Subordinate Commanders identified above will establish a single point of contact (POC) to work with J02BM/CAMO, J024, J00L and J6 to accomplish this tasking. Supporting Directors, Special Staff leads and Subordinate Commanders will electronically email all responsive records (email, scanned copies of hard documents and other electronic documents (Word, Excel, PowerPoint, PDF, etc.) saved on personal/shared folders - both classified and unclassified- for review regardless of whether they contain information which Directorate personnel believe may be "sensitive" or not desirable for public release. Any records deemed to contain PII must be sent encrypted. Records will be reviewed in Phase 2 of this tasking to determine whether they are releasable under FOIA. Any Directorates and Subordinate Commands who operate and maintain or receive their network/Email services from other than USJFCOM J6 are required to perform separate scans and/or coordinate with their respective service provider in addition

to their searches on the USJFCOM J6 controlled network.

- As guidance, search terms and keywords will be based on, but not limited to, senior mentor names, senior mentor functions or projects, contract and contract numbers as indicated in Attachment 2. Any additional search terms/keywords used when conducting your search will be provided in your response as indicated below.

- Hard Copy Documents: All Supporting Directors, Special Staff leads and Subordinate Commanders will ensure a thorough and comprehensive search for all hard copy records, as identified above. All responsive records will be scanned and emailed to the JFCOM_FOIA_Repository email box (NIPR and SIPR).

- All time invested in responding to this FOIA request will be captured in SLDCADA, using the Common Project (FOIA USA Today) established for this purpose.

3. Upon completion of a search, a certification letter will be signed by the individuals conducting the searches and returned to the J024 FOIA Officer for retention (Attachment 4). Certifications will indicate keywords used and all areas where their searches were conducted on the NIPRNET and SIPRNET.

4. Directors, Special Staff leads and Subordinate Commanders not identified above are also required to verify with their personnel whether records responsive to this request would exist in their office codes due to previous work exchanges with senior mentors or for any ongoing exchanges/involvement regardless of frequency. If records are determined to exist, respond to this tasker accordingly and notify J00L or J024. Offices who determine that they have no equities or responsive records as described in the requester's letter are to provide a negative response by completing the attached certification signed by their Commander/Director or Special Staff lead (Attachment 5). Immediately notify the J024 FOIA Officer or J00L Legal if any documents are discovered during any subsequent searches.

5. All supporting Directors, Special Staff leads and Subordinate Commanders will submit a final written report to USJFCOM Deputy Chief of Staff, signed personally by the Director, Special Staff Principal, or Subordinate Commander, certifying that Phase 1 search efforts are complete and that all responsive records have been posted to the appropriate FOIA repository site. Until Phase 1 is complete, USJFCOM Directorates, Special Staff sections and Subordinate Commands with responsive records will provide J024 with biweekly updates, beginning on 15 OCT, identifying what fiscal year searches have been completed and responsive documents posted (working backwards), and estimating total number of pages posted, total number of pages remaining to be posted, and total time required to complete the Phase 1. Negative reports also required.

Coordinating Instructions:

Suspense: Directorates will identify POC NLT 8 OCT. Directorate POCs will work directly with J6 POC to provide names and a list of keywords to facilitate electronic search NLT 8 OCT. Plan of Actions and Milestones for completing this task will be established by the Chief of Staff NLT 31 OCT, based on the biweekly updates submitted by the Directorates on 15 OCT and 29 OCT, and on the advice of the Deputy Chief of Staff, the J00L, the J024, and the J6. If all Directorates have not completed the Phase 1 search and filing tasks by this time, the Chief of Staff will determine what, if any, interim products may be provided to the requestor.

Questions may be directed to USJFCOM Legal, Ms. Sandra Patterson-Jackson, 836-6416 and/or LTC Paul Brandau, 836-6415, or to the USJFCOM FOIA Officer, Ms. Jeanne Yeager, 836-7138.

Attachments:

/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 3 search instructions.doc

/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 2 usjfc com senior leaders contracts and functions.doc

/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 5 certification not having responsive records.doc

/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 4 certification of search with responsive records.doc

Response from Assigned Agencies					
Agency	Result	Status	Reviewer	Date	Comments
J00		Archived			
J004		Archived			
J00L	In Process	Archived	(b)(6) (Reviewer)	10/08/09 09:02	J00L POC is Sandra Patterson-Jackson at 6-6416
J00P	Completed	Archived	(b)(6) (Reviewer)	10/14/09 10:19	J00P has no use of senior mentors and no associated correspondence. (b)(6), 836-(b)(6)
J01		Archived			
J02		Archived			
J024	Completed	Archived	Jeanne Yeager (Reviewer)	12/02/09 19:08	J024 office does not participate nor communicate with the senior mentors or their activities and therefore has no documents responsive to this request. Response letter is enroute. POC: Ms. Jeanne Yeager, 836-7138.
J02BM	Completed	Archived	(b)(6) (Reviewer)	12/17/09 12:25	BM has taken action. POC (b)(6) 836-(b)(6)
J02SM	Completed	Archived	(b)(6) (Reviewer)	10/16/09 07:35	J02SM POC (b)(6) 836-(b)(6) J02SM has no use of senior mentors and no associated correspondence.
J5	In Process	Archived	(b)(6) (Reviewer)	10/08/09 10:11	J5 POC (b)(6) 836-(b)(6)
J6	Completed	Archived	(b)(6) (Reviewer)	10/26/09 10:10	J6- POC is J63 (b)(6) at 6-(b)(6) (b)(6) at 6-(b)(6) and (b)(6) (b)(6) at 6-(b)(6). J6 has no use of senior mentors and no associated correspondence. POC SSGT (b)(6) 836-(b)(6) Attached is the J6 Negative response letter signed by Col (b)(6) signed letter sent to JFCOM FOIA officer, Ms Yeager.
J7	Completed	Archived	(b)(6) (Reviewer)	11/06/09 08:04	POC: (b)(6) SME: (b)(6)
J8	Completed	Archived	(b)(6) (Reviewer)	10/13/09 16:36	J8 has no reportable uses or documents. J8 POC is COL (b)(6) (6-(b)(6)) / (b)(6) (b)(6) (6-(b)(6))
J9	Completed	Archived	(b)(6) (Reviewer)	10/15/09 12:42	J9 has identified (b)(6) (203-(b)(6)).
JIWC	Completed	Archived	(b)(6) (Reviewer)	10/16/09 14:53	JIWC input provided via J9. JIWC POC is (b)(6) 203-(b)(6)
JWAC	Completed	Archived	(b)(6) (Reviewer)	10/13/09 07:34	JWAC POC (b)(6) DSN 249-(b)(6)

Response from Assigned Info Agencies				
Agency	Status	Reviewer	Date	Comments
++	Archived			
J005	Archived	(b)(6)	10/19/09 14:15	
J00IG	Archived	(b)(6)	10/21/09 09:06	
J023	Archived	(b)(6)	10/13/09 09:38	Negative Input. POC LT (b)(6) 6- (b)(6)
J02F	Archived	(b)(6)	10/14/09 08:33	Negative input from J02F
J02G	Archived	(b)(6)	10/08/09 07:57	Negative input. POC: CAPT (b)(6)
J02H	Archived			
J02HQ	Archived	(b)(6)	10/08/09 13:24	
J02KM	Archived	(b)(6)	12/02/09 10:30	J02KM has no information to report. POC is (b)(6), (b)(6), 836- (b)(6)
J02M	Archived	(b)(6)	10/08/09 14:18	Negative input. POC is MAJ (b)(6), 836- (b)(6).
J02R	Archived	(b)(6)	10/14/09 10:35	
J02SP	Archived	(b)(6)	10/08/09 15:03	Review complete. Negative input.
J02T	Archived			
J1	Archived	(b)(6)	10/08/09 13:48	J1 POC is LT (b)(6), 836- (b)(6)
J2	Archived	(b)(6)	10/09/09 05:26	J2 / JTCI POC (b)(6), (b)(6). Input submitted to lead
J3/4	Archived			
JCOA	Archived	(b)(6)	10/08/09 12:32	JCOA POC: (b)(6), (b)(6) Comm (757) 203- (b)(6)
JCSE	Archived	(b)(6)	11/16/09 14:13	JCSE submitted their response through the JECC
JDTC	Archived	(b)(6)	10/08/09 14:19	Review complete; negative input. POC: Maj (b)(6), (b)(6)
JECC includes JCSE/JPASE	Archived	(b)(6)	10/08/09 10:47	JECC POC is (b)(6), (b)(6), 203- (b)(6)
JFIIT	Archived	(b)(6)	10/08/09 08:12	JFIIT review complete, no change to our previous response forwarded to Ms. Yeager. POC is (b)(6), (b)(6) DSN (b)(6), (b)(6)
JID	Archived	(b)(6)	12/18/09 09:23	
JLA	Archived			
JPASE	Archived	(b)(6)	12/21/09 23:10	JECC has responded to this tasker IAW instructions (includes JPASE/JCSE). POC is (b)(6)

				(b)(6) 203- (b)(6)
JPRA	Archived	(b)(6)	10/08/09 10:44	Review complete; negative input. POC: (b)(6) (b)(6) DSN (b)(6)
JRD	Archived	(b)(6)	10/13/09 16:46	Negative input. POC COL (b)(6)
JSIC	Archived	(b)(6)	10/08/09 08:34	JSIC POC is (b)(6) (b)(6), (757) 203- (b)(6).
JUAS	Archived			
ORTA	Archived	(b)(6)	11/24/09 16:19	
SOCJFCOM	Archived	(b)(6)	10/13/09 13:02	SOCJFCOM POC is (b)(6) 203- (b)(6)
WLO	Archived			

Brandau, Paul N. LTC USJFCOM J00

From: (b)(6) ;IV USJFCOM J00
Sent: Thursday, October 08, 2009 9:00 AM
To: Pattersonjackson, Sandra K. CIV USJFCOM J00
Cc: Brandau, Paul N. LTC USJFCOM J00
Subject: FW: New Staff Work[J02-0208U-10] Freedom of Information Act (FOIA) request from USA Today
Signed By: (b)(6) navy.mil

Sandra/LtCol Brandau,

Good morning, this is the new/revised FOIA tasker.

V/r
(b)(6)

-----Original Message-----

From: OMJ02@jfc.com.mil [mailto:OMJ02@jfc.com.mil]
Sent: Wednesday, October 07, 2009 5:14 PM
To: OM J00L
Subject: New Staff Work[J02-0208U-10] Freedom of Information Act (FOIA) request from USA Today

Your directorate has been assigned the following new tasker.

Subject: Freedom of Information Act (FOIA) request from USA Today

CLO ID:

Classification: UNCLASSIFIED
Submitted: 2009-10-07 17:14:03.0
Suspense: 2009-10-08 18:00:00.0
Priority: Not Applicable
Commander's Interest: Not Applicable
Lead: J024
Support: -J004 -J6 -J02SM -J02BM -J00P -J00L -J00 -J5 -JIWC -J02 -J01 -JWAC -J9 -J8 -J7

Background:

On 05 Oct 2009, USJFCOM COS received a revised Freedom of Information Act (FOIA) request from USA Today reporter Ken Dilanian ("requester"). Mr. Dilanian's letter requests copies of specified non-classified USJFCOM records relating to "USJFCOM's use of the senior mentor program involving retired officers" during the revised time period 1 January 2008 to 28 August 2009 (Attachment 1). In particular, the requester is seeking the following USJFCOM records:

* All non-classified USJFCOM records describing the roles or activities of senior mentors. This includes all "agendas or logs and schedules" of the sessions and exercises that clearly describes what mentoring entails.

* Any communication, electronic or written in the relevant time period, wherein a senior mentor made a financial disclosure, referenced his business interests, discussed a potential conflict of interest with a company he/she represents, or asked to recuse himself/herself from working as Senior Mentor.

The search will include records, notes and emails written to and from senior mentors that exist on USJFCOM devices.

The requester provided a brief list of mentors which is not all inclusive. Attached to this tasker is a complete list of USJFCOM senior mentors to date, which should be referenced in your search for documentation (Attachment 2). Be advised the list may be subject to change. Classified documents that contain non-classified information which is responsive to this request must also be provided via SIPR. The classified material along with any other non-responsive information will be redacted during Phase 2 of this tasker with the appropriate exemptions applied. Directorate SMEs can expect to assist in this review process. To provide further clarification, "Senior mentor" refers to any retired flag or general officer or other significant former government official or recognized scholar used for exercises, joint training, joint concept development and experimentation, or special interest research/studies/analysis that is employed under a support contract (i.e., JST, GD, ODU or any other similar contracting vehicle).

"Record" refers to any written document or communication, including e-mails, that involves a senior mentor, including communications to and from senior mentors and USJFCOM personnel. This includes records that reflect agendas or logs of meetings that senior mentors attended; reports, letters or memos authored by senior mentors; itineraries, country clearances and travel logs; and all records of senior mentor services/activities provided under and related to the primary contracting vehicles for senior mentor services and any other similar contracting vehicle related to senior mentors in the 1 Jan 2008- 28 August 2009 timeframe. "USJFCOM devices" shall refer to any electronic or physical record storage area or equipment. A list of the primary contracting vehicles and other similar contracting vehicles related to senior mentor services/activities during the 2008-2009 timeframe are also attached and should be referenced in your searches. (Attachment 2)

Lead-Supported:

Phase 1: (Lead: J024).

1. J6 has established, on both the NIPR and SIPR, FOIA mailboxes to receive all responsive records collected and forwarded for review pursuant to this tasker. Email all responsive email, attachments, and documents, and scanned copies of paper documents to JFCOM_FOIA_Repository@JFCOM.mil or JFCOM_FOIA_Repository@JFCOM.smil.mil <mailto:FOIA_Repository@JFCOM.smil.mil> . The email "Subject Line" must include the following terms" FYXX Name of Senior Mentor (e.g., FY09 Jenkins)

2. All FO/GO email and records will be reviewed by their respective executive assistant or Chief of staff to ensure full disclosure and transparency of information. USJFCOM email accounts provided to senior mentors will be searched by either the Chief of Staff of the directorate for whom they primarily work, or, if directed by the USJFCOM Chief of Staff, the USJFCOM Inspector General office. The J-6 will provide a list of all senior mentors with JFCOM email accounts and the current size of the account.

Phase 2: (Lead: J00L)

Upon receipt of responsive records via the JFCOM FOIA repository site, USJFCOM Legal (J00L), in coordination with J024, will review all submitted records to determine whether they are legally required to be released under FOIA, or whether any FOIA exemptions apply. J02BM will also review appropriate records to determine cost estimate information, and J02SM and

directorates SME's may be asked to coordinate any necessary reviews of classified information. Upon completion of required reviews, J00L will provide the USJFCOM Command Group with recommendations on which records must be released, along with recommendations and justification for any records that may legally be withheld or redacted.

Supporting:

J00, J01, J02, J5, J6, J7, J8, J9, JIWC, JWAC, CAG, J02BM, CAMO, J00L, J00P, J02SM

1. Supporting Directorates, Staff Sections or Subordinate Commands listed above are identified as offices that would most likely have responsive records. A thorough search shall be conducted of all hard-copy, electronic, or other stored files and records. Record search and collection will begin with FY 09 records (1 Oct 08 through 28 Aug 09) and work back to FY 08 records covering time period from 30 Sep 08 to 1 Jan 08. The search must include any and all records as described in the requester's letter and restated in this tasker. All records which pertain to or reference any information on, or communication with, the senior mentors as described in the requester's letter are to be retained in their original form without deletion, redaction, or destruction and are to be submitted in electronic format. Hard copy documents will be scanned and sent electronically. Instructions for emailing the responsive documentation are outlined below under Phase 1. Attachment 3 provides instruction on how to conduct an electronic search. Strict adherence to these instructions is mandatory for successful collection.
2. Supporting Directors, Special Staff leads and Subordinate Commanders identified above will establish a single point of contact (POC) to work with J02BM/CAMO, J024, J00L and J6 to accomplish this tasking. Supporting Directors, Special Staff leads and Subordinate Commanders will electronically email all responsive records (email, scanned copies of hard documents and other electronic documents (Word, Excel, PowerPoint, PDF, etc.) saved on personal/shared folders - both classified and unclassified- for review regardless of whether they contain information which Directorate personnel believe may be "sensitive" or not desirable for public release. Any records deemed to contain PII must be sent encrypted. Records will be reviewed in Phase 2 of this tasking to determine whether they are releasable under FOIA. Any Directorates and Subordinate Commands who operate and maintain or receive their network/Email services from other than USJFCOM J6 are required to perform separate scans and/or coordinate with their respective service provider in addition to their searches on the USJFCOM J6 controlled network.
 - As guidance, search terms and keywords will be based on, but not limited to, senior mentor names, senior mentor functions or projects, contract and contract numbers as indicated in Attachment 2. Any additional search terms/keywords used when conducting your search will be provided in your response as indicated below.
 - Hard Copy Documents: All Supporting Directors, Special Staff leads and Subordinate Commanders will ensure a thorough and comprehensive search for all hard copy records, as identified above. All responsive records will be scanned and emailed to the JFCOM_FOIA_Repository email box (NIPR and SIPR).
 - All time invested in responding to this FOIA request will be captured in SLDCADA, using the Common Project (FOIA USA Today) established for this purpose.
3. Upon completion of a search, a certification letter will be signed by the individuals conducting the searches and returned to the J024 FOIA Officer for retention (Attachment 4). Certifications will indicate keywords used and all areas where their searches were conducted on the NIPRNET and SIPRNET.
4. Directors, Special Staff leads and Subordinate Commanders not identified above are also required to verify with their personnel whether records responsive to this request would exist in their office codes due to previous work exchanges with senior mentors or for any ongoing exchanges/involvement regardless of frequency. If records are determined to exist, respond to this tasker accordingly and notify J00L or J024. Offices who determine that they

have no equities or responsive records as described in the requester's letter are to provide a negative response by completing the attached certification signed by their Commander/Director or Special Staff lead (Attachment 5). Immediately notify the J024 FOIA Officer or J00L Legal if any documents are discovered during any subsequent searches.

5. All supporting Directors, Special Staff leads and Subordinate Commanders will submit a final written report to USJFCOM Deputy Chief of Staff, signed personally by the Director, Special Staff Principal, or Subordinate Commander, certifying that Phase 1 search efforts are complete and that all responsive records have been posted to the appropriate FOIA repository site. Until Phase 1 is complete, USJFCOM Directorates, Special Staff sections and Subordinate Commands with responsive records will provide J024 with biweekly updates, beginning on 15 OCT, identifying what fiscal year searches have been completed and responsive documents posted (working backwards), and estimating total number of pages posted, total number of pages remaining to be posted, and total time required to complete the Phase 1. Negative reports also required.

Coordinating Instructions:

Suspense: Directorates will identify POC NLT 8 OCT. Directorate POCs will work directly with J6 POC to provide names and a list of keywords to facilitate electronic search NLT 8 OCT. Plan of Actions and Milestones for completing this task will be established by the Chief of Staff NLT 31 OCT, based on the biweekly updates submitted by the Directorates on 15 OCT and 29 OCT, and on the advice of the Deputy Chief of Staff, the J00L, the J024, and the J6. If all Directorates have not completed the Phase 1 search and filing tasks by this time, the Chief of Staff will determine what, if any, interim products may be provided to the requestor.

Questions may be directed to USJFCOM Legal, Ms. Sandra Patterson-Jackson, 836-6416 and/or LTC Paul Brandau, 836-6415, or to the USJFCOM FOIA Officer, Ms. Jeanne Yeager, 836-7138.

Attachments:

/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 3 search instructions.doc
<<https://portal.jfcom.mil/dav/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 3 search instructions.doc>> /taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 2 usjfc com senior leaders contracts and functions.doc
<<https://portal.jfcom.mil/dav/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 2 usjfc com senior leaders contracts and functions.doc>>
/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 5 certification not having responsive records.doc
<<https://portal.jfcom.mil/dav/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 5 certification not having responsive records.doc>>
/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 1 modified request.doc
<<https://portal.jfcom.mil/dav/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 1 modified request.doc>> /taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 4 certification of search with responsive records.doc
<<https://portal.jfcom.mil/dav/taskerattachments/ff808081242e1772012430d9ff1b001a/attachment 4 certification of search with responsive records.doc>>

Click <https://portal.jfcom.mil/portal> to access the JFCOM portal. Click on Command Support to access the Tasker Log.

Brandau, Paul N. LTC USJFCOM J00

From: Brandau, Paul N. LTC USJFCOM J00
Sent: Monday, April 19, 2010 12:54 PM
To: 'Hogan, James CIV WHS/ESD'
Subject: RE: USA Today

Jim,

COS approved release of set #2 and it went out last week with the exception of document #s 203, 204, and 241 which were pulled before the records were sent to USA Today. I was tasked to socialize (b)(5) ; (b)(5)
2 (b)(5) . No status yet on 204. #241 was determined to be not responsive.

As for set #3, I will begin the final review later today. There are considerably more pages in this set than in set #2.

v/r
Paul

Paul N. Brandau
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Not
Responsive

Brandau, Paul N. LTC USJFCOM J00

From: Brandau, Paul N. LTC USJFCOM J00
Sent: Tuesday, April 20, 2010 2:54 PM
To: 'Hogan, James CIV WHS/ESD'
Subject: RE: USA Today

Jim,

Thanks for your thoughts. I do appreciate them as we strive for a meaningful program.

I just heard the news this afternoon and at this point I don't know if USA Today has any further interest in more records. We are discussing [(b)(5)]
[(b)(5)] J. Will
keep you informed.

v/r
Paul

Not
Responsive

-----Original Message-----

From: Brandau, Paul N. LTC USJFCOM J00
Sent: Tuesday, April 20, 2010 2:21 PM
To: Hogan, James CIV WHS/ESD
Subject: USA Today

Jim,

Question: Just received info that Ken Dilanian is no longer with USA Today. Question raised around here is whether his move to another news company kills the obligation to provide records to USA Today with future responses being sent to Dilanian at his new job, or do the records go to USA Today. My view is that Dilanian is out of the picture and our future responses go to USA Today since Dilanian made the request on USA Today letterhead, he visited USJFCOM together with his former boss at USA Today, and he signed the request as "Ken Dilanian USA Today".

Your thoughts?

v/r
Paul

Brandau, Paul N. LTC USJFCOM J00

Not
Responsive

-----Original Message-----

From: Brandau, Paul N. LTC USJFCOM J00
Sent: Monday, September 27, 2010 2:43 PM
To: Carr, Stephanie CIV WHS/ESD; [(b)(6)]
Subject: RE: Mentor Program

Stephanie,

Sets 1 and 2 were sent, and are available in the USJFCOM FOIA Reading Room. USJFCOM has a 3d set of records that is split in to several groupings as discussed below.

a. One grouping is undergoing review before it is forwarded to the IDA and then on to your office before any release occurs. Hoping to get this processed within the next couple of weeks.

b. A second grouping requires further review by USJFCOM subordinate organizations prior to its consideration by the IDA and then on to your office before any release occurs. Hoping to also process this set thru to your office in the next 2-3 weeks.

c. The third grouping consists of contract related records and are pending review by the USJFCOM contracting folks and the Fleet Industrial Supply Center - Philadelphia prior to its consideration by the IDA and then on to your office before any release occurs. My best guesstimate on this set is that it won't get to your office for at least 4-5 weeks.

Will keep you informed. Please feel free to inquire as deemed necessary.

v/r
Paul

Paul N. Brandau
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Not

Responsive

Brandau, Paul N. LTC USJFCOM J00

From: Brandau, Paul N. LTC USJFCOM J00
Sent: Monday, October 04, 2010 10:01 AM
To: Brunner, Jeffrey R. CIV USJFCOM J02
Subject: RE: SM FOIA

Jeff,

I should be here and the docs are where you left them.

v/r
Paul

-----Original Message-----

From: Brunner, Jeffrey R. CIV USJFCOM J02
Sent: Monday, October 04, 2010 9:59 AM
To: Brandau, Paul N. LTC USJFCOM J00
Subject: SM FOIA

Paul, the dust has settled on FY10 and we got FY 11 launched Friday. I plan to be up in your library this afternoon to finish my review of the FISC Senior Mentor FOIA materials.

Thanks, Jeff

Tracking:

Brandau, Paul N. LTC USJFCOM J00

From: Pattersonjackson, Sandra K. CIV USJFCOM J00
Sent: Monday, October 05, 2009 12:20 PM
To: Brandau, Paul N. LTC USJFCOM J00
Subject: FW: Request for Information-1 Oct 09
Signed By: (b)(6) @jfc.com.mil

Paul,

Couldn't tell whether you got this, but this is a notable change in direction. The FOIA has been substantially narrowed in breadth and scope. This makes things much more "doable".

We can talk later.

V/r,
Sandra

-----Original Message-----

From: Edgington, David M. Maj Gen USJFCOM J02
Sent: Monday, October 05, 2009 11:46 AM
To: Malcom, Stauffer P. CAPT USJFCOM J00; (b)(6) CIV USJFCOM J7; Brunner, Jeffrey R. CIV USJFCOM J02; Mccann, Mark L. LTC USJFCOM J00; Polowczyk, John P. CAPT USJFCOM J02; (b)(6) CIV USJFCOM J02; Higham, Ronald P. CIV USJFCOM J02
Cc: Kling, Gary A. Col USJFCOM J02; (b)(6) CDR USJFCOM J02; (b)(6) CAPT USJFCOM J00; (b)(6) CIV USJFCOM J00; (b)(6) CDR USJFCOM J00; (b)(6) Col USJFCOM J01 EA; (b)(6) CAPT USJFCOM J6; Pattersonjackson, Sandra K. CIV USJFCOM J00; (b)(6) CIV USJFCOM J6
Subject: FW: Request for Information-1 Oct 09

Folks -- See below the refined USA Today FOIA request. Will need to regroup ASAP to funnel our search and redirect any efforts not currently focused on this aim.

J024/Legal -- E (b)(5)

J00P -- Although it should've come through you, I'm not disturbed by the direct contact...I'll flow everything to you. We all stand-by for any guidance you want to offer on further activity w/ USA Today.

J00BM/J6 -- Please take a look at item 4, and help determine how we would go about searching for records that would meet this request.

Col Kling will advise (follow-up to this e-mail) on a gathering time to maintain control and momentum of this effort. In all, this proves the visit last Thursday was of GREAT value, and I sense a changing impression of the story's nature. Everything we do from now forward in our urgency to provide data will continue to shape the outcome. Thanks to all for a great team effort.

MG Edge

-----Original Message-----

From: Dilanian, Ken [mailto:(b)(6)]
Sent: Monday, October 05, 2009 10:38 AM
To: Edgington, David M. Maj Gen USJFCOM J02
Cc: Vanden Brook, Tom
Subject: RE: Request for Information-1 Oct 09

Gen. Edgington,

Thanks again for hosting us last week -- it was a memorable day. As we discussed, I am writing to substantially narrow my FOIA request(#30-09) to address the issues you raised about the volume of records. It's my hope that this will allow your staff to more expeditiously process the request.

1. I hereby narrow the period of my request to encompass records from Jan. 1 2008 forward.
2. In terms of email communications referencing mentors, I hereby amend my request to seek only those communications referencing Emil "Buck" Bedard, with the exception of the subject listed in item 4 below.
3. Regarding logs and agendas, what I'm looking for here are the non-classified written schedules of the sessions and exercises, to give us an idea, beyond what we saw last week, of what the mentoring entails. Those would satisfy my request for "records describing the roles and activities of senior mentors."
4. I seek any communication from a mentor, written or electronic, that references his business interests. For example, a record in which a mentor discussed a potential conflict of interest involving a company he represents or asked to recuse himself from a particular session. Or any financial disclosure made by a mentor. I have the impression from our discussions that this has not happened, but in case it has, I want to be sure my request includes it.

Thanks very much. If you have any suggestions for further tweaks to make this more clear and/or solve a problem that might bog it down, please don't hesitate to contact me at (b)(6)

Sincerely,

Ken Dilanian

USA Today

-----Original Message-----

From: Edgington, David M. Maj Gen USJFCOM J02 [mailto: (b)(2) d(6)(e) @jfc.com.mil]
Sent: Thursday, October 01, 2009 8:25 PM

To: Vanden Brook, Tom; Dilanian, Ken
Cc: Malcom, Stauffer P. CAPT USJFCOM J00; Polowczyk, John P. CAPT USJFCOM J02; Higham, Ronald P. CIV USJFCOM J02; Mccann, Mark L. LTC USJFCOM J00; Jabs, Kathleen T. CIV USJFCOM J00
Subject: Request for Information-1 Oct 09

Tom --

As mentioned earlier today, I have some answers to your request for details surrounding LtGen (Ret) B's contract employment and overseas travel with USJFCOM for Aug/Sep 2006.

Not
Responsive

-- LtGen (Ret) B. again acted as a mentor for USJFCOM during CAPSTONE September 25-30, 2006. This course took place in Suffolk, Virginia.

As we discussed, if you need further information or want to refine or change the dates in question, please let me know. I appreciate the frank exchange in our conversations to date and would like to continue to assist.

Sincerely... Maj Gen Dave Edgington, Chief of Staff